



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 1610.15B
MMEA-6
12 Mar 92

MARINE CORPS ORDER 1610.15B

From: Commandant of the Marine Corps
To: Distribution List

Subj: ENLISTED SUBSTANDARD PERFORMANCE NOTIFICATION

Ref: (a) MCO P1900.16D, Separation and Retirement Manual
(b) MCO P1610.7C, Performance Evaluation System

1. Purpose. To provide instructions for the conduct of the Enlisted Substandard Performance Notification (ESPN).

2. Cancellation. MCO 1610.15A.

3. Summary of Revision. This revision modifies the program completely with the elimination of the formal assignment/review process, and shifts the focus of effort to warning all enlisted Marines whose performance is substandard.

4. Background

a. Intent. To identify and warn, via the chain of command, sergeants and above who are substandard performers.

b. Policy. Marines with performance problems will receive a warning letter, through their chain of command (no official assignment letters, page 11 entries, or probationary periods will be used as before). The purpose of this letter is to notify individuals and their commanders that their performance and/or conduct has been below that of their contemporaries, influence their improvement, and avert any further substandard performance. It further informs the Marine and commander that if a Marine fails to improve substantially, the Marine may be denied reenlistment or promotion. This notification does not restrict the commander's authority to recommend a Marine for discharge in accordance with reference (a). Commanders and reporting seniors are not to refer to this letter or use it as an enclosure on fitness reports.

5. Information

a. Identification and Criteria for Notification. Sergeants and above will be identified by the CMC as substandard performers upon receipt of an adverse fitness report in accordance with reference (b), or report of nonjudicial punishment or court-martial conviction. Additionally, Marines may be identified as substandard performers if their deficiencies are noted and referred to the CMC (MMEA-6) by the Inspector General Marine Corps, promotion

board or assignment screening, or by command referral. The following types of substandard performance are causes for a Marine to receive a warning letter:

- (1) An adverse fitness report of any type.
- (2) An incident reflecting discredit upon the Marine Corps.
- (3) Disciplinary action (any level from nonjudicial punishment to courts-martial and significant civilian convictions).
- (4) Unsatisfactory personal appearance.
- (5) Failure to maintain established weight standards.
- (6) Failure of the physical fitness test without medical excuse.
- (7) Financial irresponsibility.
- (8) Personal irresponsibility, to include abuse of any family member.
- (9) Irresponsible use of alcohol or use of any illegal drug.

b. Warning Letter. Notification of substandard performance will be conducted in the form of a warning letter. The letter will be sent via the chain of command, advising the Marine that continued service is in jeopardy. The intent of the letter will be to direct the Marine's attention and the command's attention to the stated deficiencies to ensure immediate improvement. This letter will not become a part of the Marine's Official Military Personnel File (OMPF).

c. Performance Review. A thorough performance review will be conducted on every Marine who submits for retention or is considered for promotion. Additional reviews will be conducted upon consideration for lateral moves or special duty assignments. Subsequent performance evaluations on Marines who demonstrate substandard performance must indicate immediate and sustained improvement.

6. Action

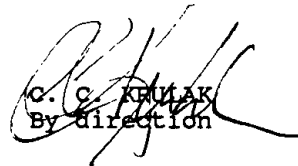
a. The CMC (MMEA-6) will manage the Enlisted Substandard Performance Notification. Marines will be screened and notified of their substandard performance per paragraph 5, above.

12 Mar 92

b. The CMC (MMPE) will provide MMEA with a copy of all enlisted adverse fitness reports received and processed.

c. Commanders are to advise Marines of their need for immediate improvement upon their receipt of the warning letter.

7. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


C. C. KEMAK
By direction

DISTRIBUTION: PCN 10202110600

Copy to: 7000110 (55)
8145005 (2)
7000099, 144/8145001 (1)